

Berrien County Trial Court - Trial Court Administrator (\$79,698 - \$106,804)

Required: A master's degree in business or public administration, education, criminal justice or related field; **OR** a law degree and a minimum of three years of supervisory experience, preferably in a court or public or private organization; **OR** a bachelor's degree in the aforementioned areas or related field and five years of supervisory experience in a court or public or private organization.

Desired: Considerable knowledge of the Michigan State Court System, court administration, law, financial/budget management, labor relations, and project management.

Special Employment Conditions: Must submit to fingerprinting and criminal record check and clearance before employment; possession of a valid vehicle operator's license; must submit to random drug and alcohol testing as required; must pass a pre-employment physical; maintain regular, reliable and consistent attendance.

Duties: Under the supervision of the Trial Court Chief Judge, supervision is exercised over all court employees for the Trial Court, delegating responsibilities to other court administrators, managers and staff to carry out functions and services of the Trial Court. Works closely with the chief judge and presiding judges to ensure communication among the judges, management, staff personnel issues, financial matters, etc., accurately reflect the policies, procedures and practices established by the court. Oversees the organizational structure of the court. Reviews and analyzes court operations, interrelationships of work units and the flow of work. Makes organizational changes as appropriate. Develops goals and objectives, internal policies and procedures, rules and regulations as they relate to Trial Court matters; implements new statutes, court rules and procedures enacted or promulgated by the Legislature, Michigan Supreme Court or the State Court Administrative Office. Develops goals and objectives for the court that guide its current and future operations. Analyzes trends and identifies and plans for the fiscal, personnel, facilities, court security, and technological needs of the court. Responsible for the court's compliance with any and all grant requirements and federal and state reporting. Maintains, forecasts and reports statistical data regarding court operations; chief negotiator for collective bargaining agreements where the court is the employer; conducts employee performance evaluations; recruits, interviews, hires, and disciplines. In conjunction with the Chief Judge, is responsible for preparing the court's budget; issues news releases and other publications for the court to the media, public and responds to media questions. Performs other duties as directed by the Trial Court Chief Judge and/or Judicial Council. This description is intended to describe the type and level of working being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Download an application from the Berrien County website: www.berriencounty.org
Applications will be received at the Personnel Department Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085